



City of Alexandria, Virginia
Department of Planning & Zoning

SPECIAL USE PERMIT CERTIFICATE

Article XI, Division A, Section 11-510 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia requires that you display this Special Use Permit in a conspicuous and publicly accessible place. A copy of the list of conditions associated with the special use permit shall be kept on the premises and made available for examination by the public upon request.

Special Use Permit #2017-0037

Approved by Planning and Zoning: April 25, 2017

Permission is hereby granted to: Potomac Crescent Waldorf School

to use the premises located at: 3846 King Street

for the following purpose: see attached report

It is the responsibility of the Special Use Permit holder to adhere to the conditions approved by City Council. The Department of Planning and Zoning will periodically inspect the property to identify compliance with the approved conditions. If any condition is in violation, the permit holder will be cited and issued a ticket. The first violation carries a monetary fine. Continued violations will cause staff to docket the special use permit for review by City Council for possible revocation.

4/25/2017

Date

Karl Moritz
Karl Moritz, Director
Department of Planning and Zoning

DATE: 4/25/17

TO: Alex Dambach, Land Use Services Division Chief
Department of Planning and Zoning

FROM: Madeleine Sims, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2017-0037
Administrative Review for Minor Amendment
Site Use: Private Academic School
Applicant: Potomac Crescent Waldorf School
Location: 3846 King Street
Zone: RA

Request

Special Use Permit #2017-0037 is a minor amendment request to SUP #2016-0058 to increase the existing number of students from 78 to 93, and increase the number of classrooms from seven to 10 classrooms. The three additional classrooms will be located on the second floor and used for the school aged children. The daycare is proposed to increase to 51 students, while the school population will decrease to 42 students. No other changes to the operation are proposed.

A summary of the applicant's existing operations as approved through SUP #2016-0058 is as follows:

Hours of Operation: 7 a.m. – 6 p.m., Monday – Friday (School)
7 a.m. – 12, noon, Saturdays (Occasional day care classes)
7 p.m. – 9 p.m., Five times a month (School-related meetings)
9 a.m. – 4 p.m., Twice a year (Festivals)

Drop-off and Pick-up Hours 7:50 a.m. – 8:20 a.m., Monday – Friday
12:30 p.m. – 1:15 p.m., Monday – Friday
3 p.m. – 3:30 p.m., Monday – Friday
5 p.m. – 5:45 p.m., Monday – Friday

Child Ages: 2.5 years to 12 years old

Number of Children: 24 students in day care
54 students in school
78 total students

Staff: Approximately 12 staff members

Background

City Council has approved Special Use Permits to accommodate daycare facilities and private academic school operations in a wing of the Farlington Presbyterian Church. In 1954, City Council approved SUP #145 which approved a half-day daycare and private school. In 1968, SUP #743 was approved to allow a full day school program to operate. SUP #2223 was approved in 1989 expanding the daycare operations to operate three days a week for half the day. SUP #2223 was amended by SUP #1995-0147 to allow for a five day school and daycare operation. In 1998, City Council approved SUP #1998-0013, amending the hours of operation. SUP #2007-0022 approved the expansion of the private school to teach computer and job skill classes to adults in the education wing. In 2015, City Council approved SUP #2015-0010 to allow a combined daycare and private school to operate with up to 78 students from pre-school age through fifth grade to operate in six classrooms on two floors of the education wing at the Farlington Presbyterian Church. Soon after in 2016, SUP #2016-0058 was approved to expand the private school by an additional classroom, totaling seven classrooms.

Staff has not received any complaints that would require staff to docket the special use permit for public hearing.

Parking

Section 8-200 (A) of the Zoning Ordinance requires an elementary school to provide one parking space for every 25 students and a day care to provide two parking spaces per classroom. With three daycare classrooms, and 42 school age children, the use will be required to provide 8 parking spaces. The school exceeds this by reserving 12 spaces exclusively for the school and daycare use, and allowing access to 117 spaces in the church parking lot.

Community Outreach

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. In addition, the Seminary Hill Association was sent an e-mail with information about the current application. Staff has not received any comments from residents or adjacent businesses that would require staff to docket the special use permit for public hearing.

Staff Action

Staff does not object to the minor amendment request. Staff hereby approves the Special Use Permit request.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: 4/25/17
Action: Approve



Alex Dambach, Division Chief

Attachments: 1) Special Use Permit Conditions
2) City Department Comments
3) Statement of Consent

CONDITIONS OF SPECIAL USE PERMIT #2017-0037

The new owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. This special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z) (SUP#2015-0010)
2. The hours of operation for the combines day care center and private school shall be limited to between 7 a.m. and 6 p.m., Monday through Friday and between 7 a.m. and 12 noon, Saturday (P&Z) (SUP#2015-0010)
3. **CONDITION AMENDED BY STAFF:** The maximum number of children permitted at the combined day care center and private school at any one time shall be ~~78~~ 93. (P&Z) (~~SUP#2015-0010~~)
4. The facility shall obtain all required state, federal, and local licenses and certificates prior to opening its place of business. (P&Z) (SUP#2015-0010)
5. The applicant shall conduct employee-training sessions on an ongoing basis, including as part of any employee orientation, to discuss all Special Use Permit provisions and requirements. (P&Z) (SUP#2015-0010)
6. **CONDITION AMENDED BY STAFF:** Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. ~~or invasion by animals.~~ No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of P&Z and T&ES, including replacing damaged lids and repairing/replacing damaged dumpsters (P&Z) (T&ES) (~~SUP #2016-0058~~)
7. The applicant shall provide adequate drop off and pick up facilities so as to create minimal impact on pedestrian and vehicular traffic, specifically, drop off and pick up shall occur in the parking lot associated with the facility; drop off and pick up shall not occur on the public rights-of-way. (P&Z) (SUP#2015-0010)
8. The applicant shall provide information about alternative forms of transportation to the day care/school, including but not limited to print and electronic promotional materials, posting on the day care/school website, and other similar methods. (P&Z) (SUP#2015-0010)
9. Prior to the school/day care center opening for business, the applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-746-6838 regarding a security survey for the business and a robbery readiness program for all employees. (P&Z) (SUP#2015-0010)

10. The applicant shall require its employees who drive to use off-street parking. (T&ES) (SUP#2016-0058)
11. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up to prevent an unsightly or unsanitary accumulation once each day that the business is open to the public. (T&ES) (SUP#2015-0010)
12. The use shall comply with the City's noise ordinance. All loudspeakers shall be prohibited from the exterior of the building and no amplified sounds shall be audible at the property line. (T&ES) (SUP#2016-0058)
13. **CONDITION AMENDED BY STAFF:** The Director of Planning and Zoning shall review the special use permit one year after approval and shall docket the matter for consideration by the Planning Commission and City Council if: (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z) (~~SUP#2016-0058~~)
14. **CONDITION AMENDED BY STAFF:** The applicant shall encourage its employees to use public transportation to travel to and from work. ~~Within 60 days of SUP approval, The business shall contact Local Motion at localmotion@alexandriava.gov~~ Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES) (~~SUP #2015-0010~~)

CITY DEPARTMENT COMMENTS

Legend C – code requirement R – recommendation S – suggestion F - finding

Transportation & Environmental Services:

Conditions:

- R-1. Condition 6: **AMENDED BY STAFF:** Trash and garbage shall be stored inside or in sealed containers that do not allow odors to escape, invasion by animals, or leaking. ~~or invasion by animals.~~ No trash or debris shall be allowed to accumulate outside of those containers. Outdoor containers shall be maintained to the satisfaction of the Directors of P&Z and T&ES, including replacing damaged lids and repairing/replacing damaged dumpsters (P&Z) (T&ES)
- R-2. Condition 10: The applicant shall require it's employees who drive to use off-street parking. (T&ES) (SUP2016-00058)
- R-3. Condition 11: Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up to prevent an unsightly or unsanitary accumulation once each day that the business is open to the public. (T&ES) (SUP2016-00058)
- R-4. Condition 12: The use must comply with the city's noise ordinance. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
- R-5. Condition 14: **AMENDED BY STAFF:** The applicant shall encourage its employees to use public transportation to travel to and from work. ~~Within 60 days of SUP approval,~~ The business shall contact ~~Local Motion at localmotion@alexandriava.gov~~ Go Alex at goalex@alexandriava.gov for information on establishing an employee transportation benefits program. (T&ES)

City Code Requirements:

- C-1. The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of SUP approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form. (T&ES)
- C-2. The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)

- C-3. Section 5-1-42- Collection by Private collectors. (c) Time of collection. Solid waste shall be collected from all premises not serviced by the city at least once each week. No collections may be made between the hours of 11:00 p.m. and 7:00 a.m. (6:00 a.m. from May 1, through September 30) if the collection area is less than 500 feet from a residential area. (T&ES)

Fire Department:

- C-1. A fire prevention permit is required for this occupancy condition – daycare.

Code Enforcement:

No comments received.

Health Department:

No comments received.

Recreation, Parks and Cultural Activities:

No comments received.

Police Department:

No comments received.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2017-0037. The undersigned also hereby agrees to obtain all applicable licenses and permits required for 3846 King Street.


Applicant - Signature

4.27.17
Date

WILLIAM H. HENDRICKS
Applicant - Printed

4.27.17
Date